Athabasca University

Professional Job Position Description

Section I: Position information

Effective date 2022-06-01 ☒ Update only ☐ Classification review	
Position title	Course Production Coordinator
Position number	999747, 999822, 999963
Classification level	Professional C
Position affiliation	☒ AUFA ☐ Excluded
Location	Virtual Alberta
Department	Faculty of Science and Technology
Reports to	Dean, Faculty of Science and Technology

Position summary

Briefly describe the main purpose(s) of the position.

Assess new and revised science and technology-based course materials to determine their suitability for editing and further development and applies problem solving skills to collate necessary materials and ensure that AU meets its legal requirements and assess needs with regard to third-party materials.

Ensures that course materials for graduate and undergraduate courses are correct, coherent, inherent, internally consistent, and conform to a high standard of editorial quality.

Serves as a member on course development teams throughout the course design and development process and best practices.

Applies critical thinking skills to trouble-shoot and solve problems arising on all matters related to course development and revision.

Duties and responsibilities

Organize by key responsibility area and include % of time spent where possible.

Course Review and Editing

- Reviews science and technology-based course materials submitted by course professors to determine their acceptability and to estimate the amount of editorial work required.
- Reviews course materials from the point of view of the learner.
- Substantively edits, copy edits, and, if necessary, rewrites text to ensure that course materials are comprehensible, consistent in style and tone, appropriate for delivery medium used, and free of mechanical, grammatical, and spelling errors.
- Edits references and reference lists for conformation to a consistent academic citation style.

Identifies instructional design problems that arise during course development.

- Verification includes checking URLs, proofreading quotations against original material, reviewing online navigation, and learning objects (applets, animations, etc.), and ascertaining the accuracy of factual information and information that conflicts with other course materials or accepted sources.
- Ensures course materials are free of plagiarism, libel, slander, and bias related to ethnicity, physical or mental condition, gender, sexual orientation, age, or religious or political affiliation.

Course Development and Production

- Typically guides the course development production process, giving direction to and sharing course content with other course team members and functions (professors, SMEs, learning designers, visual designers, multi-media web specialists, exam unit, student and academic services, course materials management, copyright) as required.
- Orients and coaches new course authors and academic coordinators to the course development/production process.
- Advises on course development and production methods for course materials; plans and implements a development schedule for each assigned course according to established benchmarks.
- Works with the Copyright Office to ensure that course materials comply with all required copyright procedures.
- Identifies and, where appropriate, recommends and implements solutions to technical problems that arise during course development.
- Builds digital reading files that source Library materials assigned in courses.
- Adds specifications to course materials for the use of Multi-Media Web Specialists, to indicate links between parts of text, heading levels and necessary attachments.
- Works in a variety of programs and formats, including Microsoft Office, Adobe Acrobat Pro, learning management systems, content management systems, and other programs and platforms as needed. Mark-up languages used by AU editors may include HTML, XML, and more specialized programs such as LaTeX and others as required.
- Makes necessary revisions to instructional and related materials between minor and major revisions of courses.
- Selects external (contract) editors, supervises their work, and ensures that material they edit is acceptable.
- Ensures that course authors have reviewed and approved the final version of course materials and applied all required corrections.
- Facilitates the sign-off procedure at the end of each project.

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Other Responsibilities

- When necessary, assists in other matters, such as hiring course development or other university staff or editing material not directly related to course development.
- Participates in and serves on University committees.
- Attends position-related meetings as scheduled.
- Maintains records of course-related work performed for purposes of monthly and annual reporting.

Occupational health and safety

Employees:
Responsible to participate in the AU OHS program as required.

Supervisors:
Responsible for awareness of one's OHS Responsibilities as an AU employee and supervisor, for participating in the AU OHS Program as required, and for ensuring the participation of employees in the AU OHS Program as required.

See: https://ohs-pubstore.labour.alberta.ca/li008

Classification factors

Communication

The course production coordinator must be familiar with and able to communicate about a wide variety of learning situations, instructional technologies, and academic subjects. As a course team member, the course production coordinator also orients and coaches new course authors and academic coordinators to the course development/production process. Clear, timely, and effective interpersonal skills are critical to this position. Handling a wide variety of situations, some of which may be sensitive, requires a broad repertoire of communication skills.

Supervision

May indirectly supervise members of course teams on a project basis. Directly supervises external contract editors.

Impact of service or product

The work of the course production coordinator is key to the quality and authenticity of AU graduate and undergraduate courses, and it has a direct impact on students. The course production coordinator's work is student-focused (example: the course production coordinator advocates for student interests with respect to course materials) as it contributes directly to the learning environment and content through which students are expected to learn and achieve.

Independence of action

The course production coordinator works independently to achieve project-based and annual goals with only complex and possibly legal issues being handled by the supervisor. The course production coordinator has the authority to accept or reject course materials submitted by academic authors and to request additional information and/or missing components as required. The course production coordinator is expected to uphold University standards of ethics, inclusivity, privacy, and quality in all course materials.

Complexity

The course production coordinator has a broad understanding of undergraduate/graduate courses in areas of science, technology, computing science and architecture and a deep understanding of effective written communication. The course production coordinator demonstrates basic instructional design expertise, including online course features, appropriate use of media, symbols, and other features that are more associated with these disciplines. A constantly changing environment – new textbook editions, changing technology platforms and policies, resource limitations, academic styles, media, and changing colleagues on each project-greatly increases the complexity of this position. As such, trouble-shooting and problem-solving on all matters related to course development, production, and revision are critical skills for this position.

Planning

The course production coordinator manages her or his workload through balancing many factors including yearly faculty goals, faculty priorities, student needs, course team availability, order times, copyright, and so on. The editor, along with the course team, draws up a development plan and estimated time of completion for each course, recognizing that priorities can change quickly.

Signatures for section I

Incumbent signature		Date Select a date.
Supervisor signature		Date Select a date.

Section II: Qualifications

Qualifications

Includes education, experience, skills, abilities, and any other special qualifications required. The qualifications relate to the position not the incumbent.

Bachelor's degree or equivalent in Arts, Science or Education.
Professional editing or writing background, with a minimum of four years editing experience in an electronic environment and successful completion of the Athabasca University Editor's Test.

Experience with web-based instructional materials and HTML editing required.
Experience in editing scientific writing preferred (math, chemistry, applied sciences, physical sciences, and computing).
Experience editing instructional materials.
Proficiency in MS Word and basic internet functions as well as experience with common software programs.
Demonstrated ability to work with course authors and designers to keep course development projects on schedule.
Distance education or instructional design experience is an asset.

Signatures for sections I and II

Department Head signature		Date Select a date.
Executive Officer signature		Date Select a date.
Human Resources review		Date Select a date.